



## Subgrant Closeout Policy

Closeout is the process by which the Corporation for National and Community Service, the Nebraska Volunteer Service Commission, and each AmeriCorps subgrantee complete all the necessary financial and administrative actions required under the grant. This includes completion of all work on the grant, the closing out of subgrants and subcontracts made under the grant, payment on outstanding obligations incurred, final accounting of grant funds, return of excess funds, and submission of final reports.

In order to facilitate final program closeout, the Nebraska Volunteer Service Commission will require that closeouts be completed for each program year of the subgrant.

Within 30 days prior to the subgrant expiration date, the Commission shall send the subgrantee a letter requesting that:

Within sixty (60) days after the subgrant expiration date, subgrantee organizations shall submit to the Nebraska Volunteer Service Commission the following documents:

1. Final Financial Status Report: SF269A, which reflects the required percentage of matching funds that the subgrant agreed to contribute under the terms of the grant.
2. Final Project Report
3. Equipment Inventory
4. Inventory of Unused or Residual Supplies
5. Subgrantee Certification (if applicable)
6. Return of Payments (if applicable)
7. Copyrights and Patents (if applicable)

Upon completion of all required actions, the submission of the items above, and any appropriate financial adjustments and payments, the Nebraska Volunteer Service Commission will advise the subgrantee in writing when the subgrant can be considered closed out.

Closeout forms will be supplied by the Nebraska Volunteer Service Commission and will also be available on the Nebraska Program Directors' Listserv.